

Notice of Conversion of Case from 13 to 7 (Attorney)

- Step 1** Click on [Bankruptcy Events](#) hypertext link.
- Step 2** Click on [Notices](#) hypertext link.
- Step 3** The **Case Number** screen will appear. (See **Figure 1**)



The screenshot shows a web form titled "File a Notice". Below the title is a section labeled "Case Number" containing a text input field with the value "98-30435" and a placeholder text "Enter a case number in the format 98-12345". Below the input field are two buttons: "Submit" and "Clear".

Figure 1

- ◆ Enter the case number, and click on the **[Submit]** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on the Back button to re-enter the case number.

- Step 4** The **Party Filer** screen will appear. (See **Figure 2**)



The screenshot shows the "File a Notice" screen with the "Case Number" field filled with "98-30435" and a link "98-30435 Raul Valdez - Yolanda and Gloria Valdez" below it. The text "Please select the filer." is displayed. Below this is a section labeled "Select the Party:" with a list box containing three entries: "Escobedo, Richard M [rt]", "Valdez, Gloria [pty/rtb]", and "Valdez - Yolanda, Raul [pty/rtb]". To the right of the list box is a link "Add/Create New Party". Below the list box are two buttons: "Submit" and "Clear".

Figure 2

- ◆ Verify the case number and case name.
- ◆ If case number and name do not match, click on the Netscape Back button and re-enter the case number.
- ◆ Select the debtor. If more than one debtor hold down the control key to select.
- ◆ Click on the [**Submit**] button to continue.

Step 5 The **Document Type** screen will appear. (See Figure 3)

File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

Correcting Notice
 Notice Re: Unclaimed Funds/Dividends
 Notice of Automatic Stay
 Notice of Change of Address
Notice of Conversion of Case from 13 to 7
 Notice of Conversion re: Division of Joint Case
 Notice of Entry (of Judgment or Order)
 Notice of Filing of a Motion for Relief from Stay

Submit Clear

Figure 3

- ◆ Select the “Notice of Conversion of Case from 13 to 7” document type.
- ◆ Click on the [**Submit**] button to continue.

Step 6 The **Pdf Attachment** screen will appear. (See Figure 4)

File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

☒ Last Document (clear this check box if you have attachments to submit with this transaction)

Select the pdf filename of the document you are filing

Please view the PDF document before you submit it. This ensures that you are filing the correct document and the PDF conversion process worked properly.

T:\PDF-CA\000000.pdf Browse

Submit Clear

Figure 4

- ◆ If there are supporting documents (i.e., Schedules and Statements), click on the box next to the words **Last Document**, to remove the check mark.
- ◆ Click on the [**Browse...**] button to navigate to the appropriate directory and file to select the document.
 - a. Click on the ▼ arrow to the right of Look in: to select the appropriate drive.
 - b. Double click on the appropriate folder, if applicable.
 - c. Click on the ▼ arrow to the right of Files of type: to select **Acrobat (*.pdf)** or **All Files (*.*)**.
 - d. Highlight the *PDF* file with one right click of the mouse.
 - e. Select **Open** to bring up the document for viewing and verification.
 - f. Close document by clicking on the 'X' in the upper right-hand corner.
 - g. Click on the [**Open**] button to insert filename in the Browse box.
 - h. Click on the [**Submit**] button to continue. If no supporting documents, proceed to Step 8.

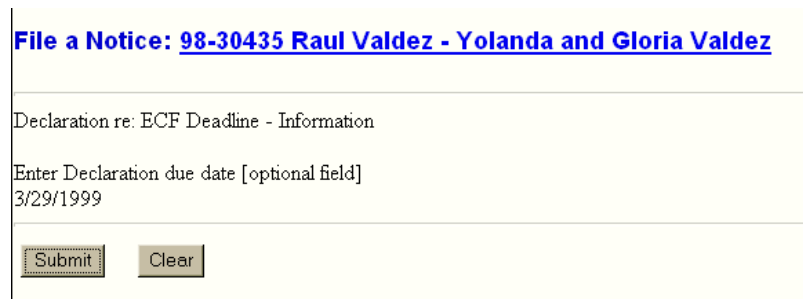
Step 7 The **Attachment** screen will appear. (See Figure 5)



Figure 5

- ◆ Click on the ▼ arrow and click on the type of attachment.
- ◆ To describe the attachment further, click inside the Description box and type in description. (i.e.: Statement of Financial Affairs; Schedules A - J).
- ◆ For more than one supporting document, click on the box next to **Last Document** to remove the check mark.
- ◆ Click on the [**Browse...**] button, repeat Step 6(c-h), then click on the [**Submit**] button to continue.
- ◆ If last attachment, proceed to Step 8. If more than one attachment, repeat Step 7.

Step 8 The **Data Element** screen will appear. (See Figure 6)



File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

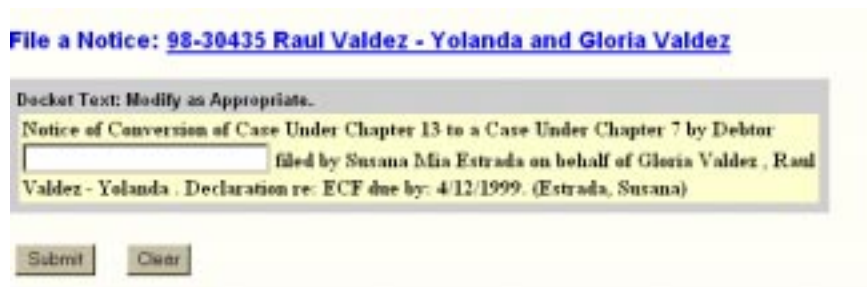
Declaration re: ECF Deadline - Information

Enter Declaration due date [optional field]
3/29/1999

Figure 6

- ◆ The following are additional data elements related to this docket entry. (i.e.: Declaration re: ECF Deadline information)
- ◆ Click on the [**Submit**] to continue.

Step 9 The **Modify Text** screen will appear. (See Figure 7)



File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

Docket Text: Modify as Appropriate.

Notice of Conversion of Case Under Chapter 13 to a Case Under Chapter 7 by Debtor

filed by Susana Mia Estrada on behalf of Gloria Valdez , Raul Valdez - Yolanda , Declaration re: ECF due by: 4/12/1999. (Estrada, Susana)

Figure 7

- ◆ To further define the Notice, click inside the free text box and enter any pertinent information.
- ◆ Click on the [**Submit**] button to continue.

Step 10 The **Final Approval** screen will appear. (See Figure 8)

File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

Warning: Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Docket Text: Final Text

Notice of Conversion of Case Under Chapter 13 to a Case Under Chapter 7 by Debtor.
filed by Susana Mia Estrada on behalf of Gloria Valdez, Raul Valdez - Yolanda.
Declaration re: ECF due by: 3/29/1999. (Estrada, Susana)

Figure 8

- ◆ Verify the Final Docket Text.
- ◆ If final docket text is correct, click on the [**Submit**] button, then proceed to Step 11.
- ◆ If final docket text is incorrect, to modify a previous screen, click on the **Back** button at the top of the Netscape screen to find the screen to be modified.
- ◆ To abort or restart the transaction, click on the [Bankruptcy Events](#) hypertext link.

Step 11 The **Notice of Electronic Filing** will appear each time you submit a filing to the court through the ECF system. (See Figure 9)

- ◆ Click on the **Print** icon at the top of the Netscape screen to print out *Notice of Electronic Filing*.
- ◆ Each notice will include the following:
 - a) Who filed the document:
 - b) Date and Time:
 - c) Case Name:
 - d) Case Number:
 - e) Document Number:
 - f) Docket Text:
 - g) Document Description:
 - h) Original Filename (PDF):
 - i) Electronic Document Stamp:

File a Notice: 98-30435 Raul Valdez - Yolanda and Gloria Valdez

**U.S. Bankruptcy Court
Southern District of California
Notice of Electronic Filing**

The following transaction was received from Estrada, Susana Mia on 3/12/1999 at 2:22 PM PST

Case Name: Raul Valdez - Yolanda and Gloria Valdez
Case Number: 98-30435-A
Document Number: [3](#)

Docket Text:

Notice of Conversion of Case Under Chapter 13 to a Case Under Chapter 7 by Debtor, filed by Susana Mia Estrada on behalf of Gloria Valdez, Raul Valdez - Yolanda. Declaration re: BCF due by: 3/29/1999. (Estrada, Susana)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: T:\PDF-CA\000000.pd
Electronic document Stamp:
[STAMP: CASBStamp_ID=875559582 [Date=3/12/1999] [FileNumber=6999-0] [64
ca019d9881f49838521c18de413a841fa090e0ba3cce87a6ed38204e7a9574c29b309a
29364c9b1d13bd32b0157a5cd0d8736c6ec353ed9137fb0638918b88]]

98-30435-A - Notice will automatically be electronically mailed to:
98-30435-A - Notice will not automatically be electronically mailed to:
Susana Mia Estrada
325 West F Street
San Diego, CA 92101
Susana_Estrada@CE9.uscourts.gov

Figure 9